



SHEPHERD PRIMARY SCHOOL PERSON SPECIFICATION



NAME:

JOB TITLE: Assistant Headteacher

REPORTS TO: Head Teacher

SALARY RANGE: Leadership Scale

START DATE: January 2027

Qualifications

1. Qualified teacher status or recognised equivalent (application form)
2. Experience teaching within the primary age-range.

Experience – show evidence of

3. Recent experience of working successfully as a middle leader in a school, for example:
 - a. Improving the quality of teaching and learning
 - b. Leading on curriculum development/improvement
 - c. Key Stage leadership
 - d. Conducting Performance Management
 - e. Leading a team (e.g. Teaching Assistants or as a Key Stage Leader)
 - f. Leading CPD for teachers and other staff
 - g. Carrying out the role of safeguarding DSL
 - h. Interpreting school performance data
 - i. Contributing to and driving school improvement as a member of a school team
 - j. Evidence of a whole school responsibility and experience of turning policy into effective and successful practice (e.g. Pupil Premium),
 - k. Leadership of a significant subject area including responsibility for raising standards across the whole school.

Professional Knowledge

4. A clear understanding of the essential qualities necessary for effective teaching and learning.
5. Up to date knowledge of current primary education issues relating to the post.

Professional skills

Can demonstrate the ability, or has the potential to:

6. Analyse data, to evaluate the performance of pupil groups, pupil progress and plan an appropriate course of action for whole school improvement.
7. Review whole school systems to ensure the robust evaluation of school performance and actions to secure improvements.
8. Lead and manage a school team/s to successfully achieve agreed goals.
9. Be an effective team player who works collaboratively and effectively with others.
10. Identify own learning needs and support others in identifying their learning needs
11. Develop and deliver effective and inspirational professional development for staff (including mentoring and coaching as appropriate).

12. Communicate effectively to a wide range of different audiences (verbal, written, using ICT as appropriate).
13. Demonstrate high quality teaching strategies.
14. Support, motivate and inspire both colleagues and pupils by leading through example.
15. Contribute effectively to the work of the Headteacher
16. Deal successfully with situations that may include tackling difficult situations and conflict resolution.
17. Work successfully with a range of external agencies.

Commitment

Demonstrate a commitment to:

- a. equalities
- b. promoting the school's vision and ethos
- c. high quality, stimulating learning environment
- d. relating positively to and showing respect for all members of the school and wider community
- e. ongoing relevant professional self-development
- f. safeguarding and child protection

Signed.....

Date.....